DESIGN EXCEPTION REPORT
CHECKLIST

City/Town: _____ **Project File No.:** _____

Facility: _____ **Fed. Aid Proj. No.:** _____

I. Project Description

A. Type of Work Proposed

- ☐ Full Depth Reconstruction
- ☐ Reclamation
- ☐ New Construction
- ☐ Resurfacing/Box Widening
- ☐ NHS Bridge Replacement/Rehabilitation
- ☐ Other _____

B. Purpose of Project

- ☐ Safety Improvement
- ☐ Additional Capacity
- ☐ Maintenance
- ☐ Other
- ☐ Describe if Other: _____

II. Indicate Controlling Criteria, as defined by the Highway Design Manual (HDM), requiring a Design Exception. (See worksheet ATTACHMENT A).

A. Roadway and Bridge Criteria

- ☐ Design Speed
- ☐ Lane Width
- ☐ Shoulder Width
- ☐ Horizontal Alignment
- ☐ Vertical Alignment
- ☐ Grades
- ☐ Stopping Sight Distance
- ☐ Cross Slope
- ☐ Superelevation
- ☐ Horizontal Clearance

B. Bridge Only Criteria

- ☐ Width
- ☐ Structural Capacity
- ☐ Vertical Clearance

III. Description of Facility

A. Functional Classification

- ☐ Urban Freeway
- ☐ Urban Arterial
- ☐ Urban Collector
- ☐ Urban Local
- ☐ Rural Freeway
- ☐ Rural Arterial
- ☐ Rural Collector
- ☐ Rural Local

B. NHS

- ☐ Yes
- ☐ No

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(Description of Facility cont'd)

C. General Description of Project Area

- ☐ Undeveloped
- ☐ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Scenic
- ☐ Historic
- ☐ Describe if Other: _____

D. Traffic Volume

ADT (Current)	_____	T (Peak Hour)	_____
ADT (Design Year)	_____	T (Avg. Day)	_____
K	_____	DHV	_____
D	_____	DDHV	_____

E. Speed

Posted	_____	85th Percentile	_____
Observed	_____	Existing Design Speed	_____

F. Lane and Shoulder Width

Existing

Lane Width _____ Right Shoulder _____ Left Shoulder _____

Attach a Typical Section (8 1/2" x11") depicting existing dimensions and proposed cross-sections. Include R.O.W lines.

G. Right of Way

- ☐ State Highway
- ☐ County
- ☐ City/Town

Average Width _____

City/Town: _____ **Project File No.:** _____

(Description of Facility cont'd)

H. Crash Data

The crash rate shall be calculated based on the latest three years of crash data available. Crash rates should be calculated for roadway segments based on Hundred Million Vehicle Miles traveled (HMVM) as follows:

HMVM = (A x 100,000,000)/(ADT x D x L)

A = number of total crashes at the study location during a given period
ADT = Average Daily Traffic
D = number of days in the study period
L = length of study location in miles

Attach additional tables and diagrams as necessary to accurately communicate the crash history within the project limits.

Provide a detailed narrative that summarizes available data and draws a conclusion as to the expected effectiveness of any proposed improvements.

I. Environmental Factors

Attach a brief discussion of the natural, cultural, historic or other environmental constraints associated with the proposed project. All of the following must be addressed: wetland/floodplain, trees, parkland, endangered species, cultural, historic, archaeological, etc.

IV. Summary of Impacts

Complete the attached spreadsheet titled Summary of Impacts (ATTACHMENT B). A separate spreadsheet is required for each of the controlling criteria for which a design exception is requested.

Attach photographs that illustrate existing features important to the proposed design.

V. Recommendation

By drawing from all of the above information, attach a narrative documenting that reasonable engineering judgement was used to justify the proposed design.

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VI. Certification of Design Exception Report (Engineering Directive E-99-002)

I have reviewed this document as it relates to the proposed design and have determined the design to be safe for public health and welfare in conformity with accepted engineering standards.

Signature and P.E. Stamp of Principal or Chief Engineer of firm preparing report:

_____
Name

_____
Title

_____
Date